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MEMORANDUM FOR: Director of Communications  
 Director of Data Processing  
 Director of Finance  
 Director of Information Services  
 Director of Logistics  
 Director of Medical Services  
 Director of Personnel  
 Director of Security  
 Director of Training and Education

FROM: Harry E. Fitzwater  
 Deputy Director for Administration

SUBJECT: FY 1985 OMB/ICS Joint Hearings

1. The Agency's FY 1985 OMB/ICS joint hearings are scheduled for 3-17 October 1983. Presentations regarding the Directorate of Administration program are tentatively scheduled on 7 October in the Comptroller's conference room, 4E05 Headquarters. (The hearings on Project SAFE will be held in the same location on a date yet to be determined.)

2. The Comptroller's office has asked that only OC, OL, NBPO and ODP make presentations with the DDA covering the other offices. The tentative agenda for the hearing is as follows:

<u>TIME</u>	<u>TOPIC</u>	<u>PRESENTER</u>
0900-1030	Directorate Overview (Includes Base, Ongoing, and New Initiatives of OS, OTE, OP, OF, OMS, & OIS)	DDA
1035-1230	Communications	D/OC
1300-1345	Logistics	D/OL
1345-1430	New Building	C/NBPO/OL
1435-1630	Data Processing	D/CDP
1630-1700	Wrap Up	DDA

3. There will be one "dry run" session held in the DDA conference room on 4 October beginning at 1530 hours. At this session, presenters will be expected to briefly review the prepared outline of their talks and the viewgraphs which they intend to use. We encourage

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viewgraphs; hard copies of which should be available at the dry run so that we can forward them to the Comptroller. Offices who are not providing formal presentations should forward viewgraphs and any other information that you deem appropriate to me ASAP so that I can work it into my overview. All Office Directors should be present at the dry run.

4. Specific guidance still has not been received, but we assume Doug Olin, the OMB examiner, and [redacted], the ICS examiner, will participate in all of our hearings. Most of the presentations should be focused on Ongoing and New Initiatives with outyear costs and the Base program also included only at a slightly lesser degree. While you may not need to use all of the time allocated for your presentation, please do not exceed the amount of time outlined above. This session is very important as it is probably our only chance to sell our entire program. Do's and don'ts will be provided at the dry run.

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5. Attached are copies of your Office's final ranking, CPB forms, and capability statements. We have also included all of the capability statements to those Offices making presentations for general knowledge and background. As additional guidance or questions are received, they will be forwarded ASAP.

[redacted]  
Harry E. Fitzwater

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Attachments

DDA/MS: [redacted] (23Sep83)  
Orig & 8 - Adses (w/att)  
1 - HEF Chrono (w/o att)  
1 - DDA Subject (w/att)  
1 - DDA Chrono (w/o att)  
1 - DDA/MS Subject (w/att)  
1 - DDA/MS Chrono (w/o att)

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